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Personnel

**AIR RESERVE FORCES POLICY COMMITTEE
AND MAJOR COMMAND AIR RESERVE
FORCE POLICY AND ADVISORY COUNCILS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Colonel Bradley A. Stonesifer)
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This instruction explains the operating procedures of the Air Reserve Forces Policy Committee (ARFPC), its policy subcommittees for Air National Guard (ANG) and United States Air Force Reserve (USAFR), and the major command (MAJCOM) Air Reserve Forces Policy and Advisory Councils (ARFPAC). It implements AFR 36-26, *Military Force Management*.

SUMMARY OF REVISIONS

This revision substantially updates ARFPC and ARC policy and advisory council procedures and deletes specific Air Staff directorates represented on the ARFPC.

Section A—ARFPC

1. Purview:

- 1.1. Title 10 U.S.C. 8021 establishes the ARFPC to review and make recommendations on major policy matters affecting the reserve components and their mobilization preparedness.
- 1.2. ARFPC normally reviews policies that affect both ANG and USAFR. The committee establishes subcommittees to address policy matters that affect only a specific reserve component.
- 1.3. The committee submits its recommendations to the Secretary of the Air Force and the Chief of Staff.
- 1.4. ARFPC functions under the direction of the Deputy Assistant Secretary of the Air Force (Reserve Affairs).
- 1.5. The Deputy Assistant Secretary of the Air Force (Reserve Affairs) appoints the Executive Secretary of the ARFPC from among Air Force Reserve component officers serving on active duty in the Reserve Affairs office under Title 10 U.S.C. 265.

1.6. At the request of the Executive Secretary, the ARFPC forms a steering committee to set agendas for reviewing and commenting on matters that do not require a full committee meeting.

1.7. The steering committee consists of the chairperson, vice chairperson, and the senior Regular Air Force member, plus any additional members the chairperson appoints.

2. Committee Appointments:

2.1. Officers in the grade of brigadier general and above from the Regular Air Force, ANG, and USAFR sit on the ARFPC. A total of 15 members, 9 alternates, and 2 nonvoting members make up the committee.

2.2. Five Regular United States Air Force members or their alternates on duty with the Air Staff sit on the committee.

2.2.1. The Secretary of the Air Force determines which 5 of the 19 Air Staff directorates will be represented on the ARFPC.

2.2.2. Air Staff directors are automatically members of the ARFPC. They serve on the committee for the duration of their tenures. Alternates for these members are the next highest ranking personnel within the directorate.

2.3. The Secretary of the Air Force appoints five Air National Guard of the States (ANGUS) and five USAFR members not on active duty to serve on the committee for a 3-year period.

2.3.1. The ANG director and Chief, Air Force Reserve (AFRES), recommend appointments to the Secretary.

2.3.2. When vacancies occur, the reserve component chief submits at least three nominations to SAF/MIR.

2.3.3. New appointments, approved by the Secretary, are effective 1 July each year and are staggered to ensure continuity. Appointments to fill unscheduled vacancies are effective upon approval by the Secretary and are for the duration of the original appointee's unexpired term.

2.3.4. The Secretary appoints two ANGUS and two USAFR members not on active duty to serve as alternates.

2.3.5. Alternate committee members are nominated and appointed in the same manner as primary members. However, alternate members only serve for 1 year.

2.4. The Secretary also appoints two nonvoting members of the Civil Air Patrol (CAP) to sit on the committee: one from CAP-CORP and one from CAP-USAF.

2.5. The committee selects a chairperson and vice chairperson from among the non-Regular Air Force members, alternating between the ANG and the USAFR. Each selectee serves for 2 years.

3. Committee Support Staff:

3.1. No fewer than 10 officers, 5 from each reserve component, serve on active duty within Air Staff to give the ARFPC ongoing administrative support, as authorized under Title 10 U.S.C. 8021.

3.2. The Executive Secretary of the ARFPC assigns these officers as the need arises. The Executive Secretary may also request or obtain additional administrative support from the ANG and USAFR.

4. Committee Schedule and Agenda:

- 4.1. Normally, the committee meets at least semiannually.
- 4.2. The chairperson convenes the steering committee 90 days prior to each meeting to review and determine the meeting's agenda.
- 4.3. The Executive Secretary obtains an Air Staff position on each agenda item not later than 45 days before the meeting. (See **Attachment 1** for a sample report of an Air Staff position.)
- 4.4. The Executive Secretary asks the appropriate office for a position on previous agenda items requiring a status update and obtains these positions not later than 45 days before an ARFPC meeting. (See **Attachment 2** for a sample committee status report.)
- 4.5. The Executive Secretary may assign nonpolicy issues directly to the appropriate Air Staff office for administrative remedy.
- 4.6. Individuals may submit agenda items directly to the committee or through the MAJCOM policy and advisory councils.
- 4.7. The National Guard Bureau, Air Force Reserve, deputy chiefs of staff, and military associations may also submit appropriate agenda items directly to the ARFPC.

5. Committee Procedures:

- 5.1. Robert's Rules of Order for Parliamentary Procedures govern the conduct of ARFPC meetings.
- 5.2. A majority of the committee constitutes a quorum.
- 5.3. Each primary member has one vote. Alternate members may vote in the absence of the primary member.
- 5.4. Committee members may vote by mail, electronic mail, or telefax when the committee is not in session.
- 5.5. A majority vote of the members present at a meeting or voting by other means determines the committee's decisions and recommendations. Opposing members may submit a minority opinion.

6. Committee Reports:

- 6.1. After each meeting, the committee sends the Secretary of the Air Force a report on its findings and recommendations. The committee also sends a copy to the Chief of Staff.
- 6.2. When the Secretary approves the recommendations in the report, the Chief of Staff implements the policy changes.
- 6.3. The appropriate offices and MAJCOM councils receive copies of reports detailing approved policy actions from SAF/MIR.

Section B—MAJCOM Policy and Advisory Councils**7. Responsibilities:**

- 7.1. MAJCOM commanders establish policy and advisory councils to consider matters referred to them which directly affect the ANG and USAFR.

- 7.2. Commanders may convene their councils to examine proposed policy actions.
- 7.3. Commanders may use their councils as study groups for examining implementation problems of major concern to the ANG and USAFR.
- 7.4. Commanders appoint council members from selected personnel who serve under their command if mobilized.
- 7.5. Commanders generally appoint members according to the same guidelines as those for making appointments to the ARFPC. The commander determines the grades and ranks of council members, making sure that each council has at least one voting enlisted member.
- 7.6. The senior statutory tour officer who has direct access to the commander serves as the resident secretary of the MAJCOM council. This officer has primary responsibility for the operation of the council, but as an ex-officio, nonvoting member.
- 7.7. The MAJCOM commander appoints the council chairperson, who serves for 2 years. When representatives of both reserve components sit on the council, ANG and USAFR members serve as chairperson in alternate cycles.
- 7.8. Each council forms a steering committee to review and determine the meeting agenda. Commanders may convene the steering committee when necessary.
- 7.9. Councils convene at least once a year but may meet more often if the commander determines it's necessary. Councils submit a report of their meetings to SAF/MIR according to the format shown in **Attachment 3**.
- 7.10. The commander may implement the council's recommendations when the action affects only one specific command. ARFPC reviews major policy actions that affect the entire Air Force. (See **Attachment 4** for a sample recommendation format.)
- 7.11. Because many policy issues cross specific command lines, MAJCOM councils should pool findings whenever it's appropriate. This mutual exchange also reduces the likelihood of duplicating actions.
- 7.12. Resident secretaries do not solicit the position of ARC headquarters on any recommendation that hasn't yet been considered by their MAJCOM council. The ARC headquarters' position is obtained during Air Staff processing, before the council's recommendation reaches the ARFPC.

RODNEY A. COLEMAN

The Assistant Secretary of the Air Force for Manpower
Reserve Affairs, Installations and Environment

Attachment 1

SAMPLE REPORT OF AIR STAFF POSITION

Agenda Item _____ (Note 1)

_____ Meeting, ARFPC (Note 2)

SUBJECT: (Note 3)

AIR STAFF POSITION:

AIR STAFF ACTION OFFICER: (Note 4)

HQ USAF/RE POSITION:

HQ USAF/RE ACTION OFFICER: (Note 4)

NGB POSITION:

NGB ACTION OFFICER: (Note 4)

NOTES:

1. Agenda item number is assigned by SAF/MIR.
2. ARFPC meeting number is assigned by SAF/MIR, based on the ARFPC schedule.
3. Enter title as stated in original submittal.
4. Enter name, office symbol, and telephone extension of action officer, and date.

Attachment 2

SAMPLE COMMITTEE STATUS REPORT

ARFPC Agenda Item No. _____ (Note 1)

SUBJECT: (Note 2)

SUMMARY:

CURRENT STATUS:

RECOMMENDATION:

AIR STAFF ACTION OFFICER: (Note 3)

NOTES:

1. Enter agenda item number as listed in original Air Staff position report.
2. Enter subject as stated in original Air Staff position report.
3. Enter name, rank, office symbol, and telephone extension of action officer.

Attachment 3**SAMPLE MAJCOM COUNCIL REPORT**

HEADQUARTERS AIR COMBAT COMMAND

Langley Air Force Base, Virginia

Date: _____

SUBJECT: Report of the (number) Meeting of the Air Reserve Forces Policy and Advisory Council

TO: Commander, Air Combat Command

1. The (number) meeting of the Air Combat Command Air Reserve Forces Policy and Advisory Council convened at Langley Air Force Base (inclusive dates).
2. The attached report and recommendations are respectfully submitted under the provisions of AFI 36-2617, paragraph 7.9, for your consideration.

Vice Chairperson Chairperson

(Name, Grade, Component) (Name, Grade, Component)

(Signature of Resident Secretary of the Council)

Attachment 4

SAMPLE COUNCIL RECOMMENDATION (NOTE 1)

ACC No. _____ (Note 2) Agenda Item No. _____ (Note 3)

Date of Council Meeting _____ Meeting, ARFPC (Note 3)

SUBJECT: DoD Establishment of Reserve Armories

RECOMMENDATION: (Note 4) We determine that with each of the different Reserve units in a community paying rent, one specifically designed, etc.

HQ ACC POSITION: Leased facilities for Air Reserve training, etc.

ACC ARF POLICY AND ADVISORY COUNCIL: Concur and recommend this agenda item be sent to the ARFPC for consideration, etc.

NOTES:

1. Submit the recommendation in duplicate (an original and one copy).
2. ACC is used here only for an example of the sample format. Number the items consecutively, by appropriate command. Page 2 and subsequent pages should have the same headings as the first page: council identification and number, date of council meeting, agenda item number, and meeting number.
3. Leave blank.
4. Wording of the recommendation must be approved by the council.